

Paid Time Off Fact Sheet

Personal Leave

- Employees accrue personal leave hours on a bi weekly basis.
- A full time (80 hour a pay period) employee accrues 8.92 hours a pay period as a new hire, which is approximately 29 full work days a year (including 11 legal holidays).
- Personal leave hours are used for vacation, personal time, and the 11 legal holidays.
- 6 month (1040 hours) waiting period to begin using hours, except for holidays
- 500 hour cap
- Hours have 100% cash value upon separation
- In order to recognize longevity of service, employees with more than five (5) years of continuous service shall earn personal leave hours as follows:

<u>Year of Service</u>	<u>Hours Accrued per hours worked</u>	<u>Accrual per pay period</u>	<u>Max Days per year</u>
6 th	.1154	9.232	30
7 th	.1192	9.536	31
8 th	.1231	9.848	32
9 th	.1269	10.152	33
10 th -15 th	.1308	10.464	34
16 th	.1346	10.768	35
17 th	.1385	11.080	36
18 th	.1423	11.384	37
19 th	.1462	11.696	38
20 th on	.1500	12.000	39

Extended Illness

- 6 days of extended illness accrued per year
- Days roll over if unused, with no cap.
- Hours build pro-rated cash value after 10 years of service upon separation, if an employee left voluntarily.
- Payment for employees with less than three (3) years of service begins on the fourth (4th) consecutive working day.
- The first three (3) consecutive working shall be paid out of the personal leave account, if available. This is waived for immediate family critical illness and an employee's illness requiring hospitalization. After three (3) full years of employment, payment for extended illness shall begin on the third (3rd) consecutive working day . After ten (10) full years of employment, payment for extended illness shall begin on the second (2nd) consecutive working day.

Personal Leave & Extended Illness Example for an average Full Time Employee

Mary Catherine has been a Jackson employee for 10 years; she currently has a total of 320 hours in her PL bank and 123 hours in her extended illness bank to date.

Mary takes 3 days off to visit her family in Canada. Her first day off fell on Presidents Day, which was one of her scheduled days to work, and the next two days off were regular work days. She was paid the full 3 days (24 hours) out of her PL bank, leaving her with 296 hours in her bank.

When Mary returns she becomes ill with the flu and has to be out sick for 4 days. Because she has been a Jackson employee for 10 years, the first day of sick time comes out of her personal leave, leaving her with 288 hours of PL time, and the following 3 days come out of her extended illness bank, leaving her with 99 hours of extended illness.

For questions please contact the Benefits Department by emailing hr-benefits@hsmiami.org .

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FMLA Fact Sheet

ELIGIBILITY

Employees who have been employed with Jackson Health System for at least 12 months AND have worked at least 1,250 hours (actual hours worked) during the 12-month period immediately preceding start of requested FMLA leave, are considered eligible.

CIRCUMSTANCES REQUIRED FOR FMLA LEAVE

Eligible employees are required to make requests at least 30 days in advance or as soon as the need for leave becomes apparent by first notifying their manager and then calling 1-877-562-8677. FMLA leave may be requested for:

1. The birth of a son or daughter and to care for their newborn child.
2. Placement with the employee of a son or daughter for adoption or foster care.
3. To care for the employee's spouse, son, daughter or parent with a serious health condition.
4. Serious health condition that disables employee.
5. A covered family member's active duty or call to active duty in the National Guard or Reserves in support of a contingency operation.
6. To care for an injured or ill covered service member.

AMOUNT, DURATION AND TYPES OF LEAVE

An eligible employee is entitled to take up to 480 hours of FMLA leave during a 12-month period for their own serious health condition, for the care of a family member, or for qualifying military exigency.

Eligible employees are entitled to 26 weeks of FMLA leave to care for an injured or ill covered service member.

MEDICAL CERTIFICATION

Employees will be required to provide a medical certification completed by the employee or family member's physician upon request of leave for the employee's own serious health condition, for the care of a family member or covered service member.

Military Orders must be provided when applying military exigency leave

Any employee requesting leave for the care of a family member will be required to provide proof of relationship.

PAYMENT WHILE ON LEAVE

Approved FMLA absences for the employee's own serious health condition will be paid from available extended illness banks until exhausted and PL Banks thereafter.

Approved FMLA absences for the care of a family member will be paid from available PL banks unless there is eligibility for usage of extended illness banks in accordance with policy. Unapproved FMLA will be noted as unplanned and paid from available PL banks.

For questions on FMLA please contact the Integrated Leave Department at jhsloa@jhs-miami.org.

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